

Corona del Mar High School Student Handbook



2101 EASTBLUFF DRIVE
NEWPORT BEACH, CALIFORNIA 92660
TELEPHONE: (949) 515-6000
FAX: (949) 515-6070
WEBSITE: CDM.NMUSD.US

This planner belongs to:

2014-2015

MISSION STATEMENT

It shall be the shared responsibility of CdMHS students, educators, administrators, and parents to enable students to become life-long learners with the ability and desire to think critically, act thoughtfully and ethically, communicate effectively, and positively influence a rapidly changing, diverse world. To this end, the school community will provide each student with opportunities to expand to the fullest potential his/her creative, intellectual, social, emotional, and physical capabilities. The school community will assist each student in becoming a contributing, responsible member of his/her family, school, community, country, and world.

Table of Contents

Leadership and Support Staff	Pages 1 - 2
Graduation and “a-g” Requirements	Pages 3 - 4
Counseling and Guidance Services	Pages 5 - 7
Student Responsibilities	Pages 8 - 9
Academic Honesty at Corona del Mar	Pages 9 – 13
Student Dress Code	Pages 14 – 15
Library/Media Center Procedures	Page 16
Cell/Phone Electronic Device Usage	Page 17
Athletics	Pages 18 – 19
Academic/Citizenship Eligibility for Co-Curricular and Extra Curricular Activities	Pages 20 – 21
Attendance	Pages 21 – 23
Associate Student Body (ASB) Clubs and Organizations	Pages 24 – 25
Truancies	Pages 26 – 28
Student Automobile Regulations	Page 28
Off-Campus Lunch Policy	Page 29
Lockers	Page 29
Lost and Found	Page 29
Notice to Students from the Board of Education	Pages 30
Dangerous Weapons and Schools Don’t Mix	Pages 30 - 31
Equality of Opportunity Title VI. Title IX Section 504 Information	Page 32
NMUSD Canine Drug Deterrent Program	Page 33

LEADERSHIP AND SUPPORT STAFF

Main School Number	515-6000
Principal/High School: Kathy Scott	515-6001
Administrative Assistant/HS: Vickie Gilmore	515-6001
Asst. Principal/High School: Daniel Patterson	515-6051
School Support Secretary/Administrative: Dawn Jack	515-6003
Principal/Middle School: Guy Olguin	515-6002
Administrative Assistant/MS: Marcy Clark	515-6002
Asst. Principal/Middle School: Tim Tolzda	515-6065
Office Assistant, MS: Connie Schelin	515-6019
Activities Director/HS: Gary Almquist	515-6053
Activities Director/MS: Juile Oblouk	515-6051
ASB Accounts Clerk: Anita Santoro	515-6006
Counselor A-E: April Manascalco	515-6046
Counselor F-K: Kathy Hath	515-6057
Counselor L-P: Michele Gonzales	515-6036
Counselor Q-Z: Carry Smith	515-6056
Head Counselor, 7th/ 8 th : Julie Bentwood	515-6037
Counseling Secretary: Jyll Rankin	515-6004
Counseling Special Education: Joe Elizondo	515-6054
Counseling Special Education: Ariana Garcia	515-6055
Registrar: Belinda Linsday	515-6014
Attendance/Lunch Passes	515-6005
Bus Information	714/424-5080
Career Center	515-6009
College Advisor	515-6021
Library: Amy Cummins	515-6012

9-12 Boys' & Girls' Athletic Director: Don Grable	515-6058
Athletic Secretary: Rikki Cox	515-6008
English Department Chair: Laura Holk and Erin Topping	515-6023
Foreign Language Dept. Chair: Tori Hughes	515-3114
Physical Education Dept. Chair: Gary Mathieson	515-6026
Physical Education, Girls Office	515-6027
Math Department Chair: Dave Sizer, Brandon Fischer	515-3156
Music Department: Val Jamora	515-6025
Nurse/Accident Reports: Cindy Grainey	515-6007
Practical Skills/Fine Arts Division Chair: Teri Brudnak	515-6033
Science Department Chair HS: Peter Selby	515-3161
Science Dept. Chair MS: Brian Tulley	515-3160
Social Science Department Chairs/HS	
Chris Manning, Mary Christensen	515-3162
Special Education Department Chair: Jean Bain, Cheryl Sikes	515-3123
Plant Manager: Darryl Farhney	515-6011
Cafeteria Manager: Tom Schatti	515-6010
High School Yearbook/Trident: Laura Holk	515-6023
Middle School Yearbook: Chris Brude	515-3172



`GRADUATION AND “a-g” REQUIREMENTS

REQUIREMENTS			
CDM Course	High School Graduation	Credits	A-G Requirements a-g subjects
History	3 years required, as follows: <ul style="list-style-type: none"> • World History/Geography (10 credits) • US History—(10 credits) • American Democracy—(5 credits) • Economics—(5 credits) 	30 credits	a. History: 2 years required 3 years recommended
English	4 years required	40 credits	b. English: 4 years required
Mathematics	2 years required with: <ul style="list-style-type: none"> • 1 Year of Algebra (10 credits) or Math I (Enhanced) 	20 credits	c. Mathematics: 3 years required 4 years recommended (<i>must include Algebra 2 or Math III or above</i>)
Science	2 years required with: <ul style="list-style-type: none"> • 1 year Life Science (10 credits) (Biology, Marine Science) • 1 year Physical Science (10 credits) (Earth Science, Chemistry, Physics) 	20 credits	d. Laboratory Science: 2 years lab science required (<i>must include 1 biological science and 1 physical science</i>) 3 years recommended (Biology, Chemistry, Physics)
Humanities or Foreign Language	1 year of Humanities or Foreign Language. Humanities includes drama, music, art or speech	10 credits	e. Language Other Than English: 2 years required (same language) 3 years recommended (same language)
Visual/Performing Arts	N/A	N/A	f. Visual/Performing Arts: 1 yearlong course (10 credits) in visual and performing arts (selected from dance, music, theatre/drama and visual arts.)
Other Electives		80 credits	g. College Prep Elective: 1 year (10 credits) required in any of the above areas
PE	2 years required	20 credits	
Applied Skills	1 semester required (ROP Courses—or 3rd year math—or 3rd year science)	5 credits	
Health	1 semester required	5 credits	

	CREDITS	TOTAL	230
			CREDITS
OTHER CDMHS GRADUATION REQUIREMENTS:			
<ul style="list-style-type: none"> • <i>Community Service</i>: 40 hours total (5 hours per semester of attendance at CDMHS / within NMUSD) • <i>Senior Project</i>: Project completed during the senior year through the English class • <i>CAHSEE</i>: Successful passage of both parts (English and Mathematics) of the California High School Exit Exam • <i>Technology</i>: Requirement may be met by completion of a class or performance test 			

Graduation and a-g” Requirements (Cont’d)

Grade “C” or above: All “a-g” courses must be completed with a grade of C or above each semester.

Repeated “a-g” courses: Courses in which grades of a D/F are earned may be repeated. The highest grade will be used in the GPA calculation. *UC only allows a course to be repeated one time for grade replacement.*

7th—8th Grade Coursework: Coursework completed in 7th or 8th grade can be used to satisfy Math or Language “a-g” requirements, however, the credits are NOT counted towards a high school diploma.

Calculating GPA: UC/CSU calculate GPA using only “a-g” approved courses taken **after** the 9th grade, including summer courses. All “a-g” courses and grades must be reported.

Test Scores—ACT or SAT Reasoning:

California State University (CSU)

1. Test required for CSU applicants to impacted campuses.
2. Test required for CSU applications to non-impacted campuses who have earned an “a-g” GPA of less than 3.0
3. CSU combines best critical reading and math scores from multiple sittings of SAT; may combine best subscores from multiple ACT tests to calculate a best composite.

University of California (UC)

1. The ACT Plus Writing of the SAT Reasoning Test is required for UC applicants.
2. UC uses the highest composite score from a single sitting of the ACT Plus Writing or total score from the SAT Reasoning Test.

COUNSELING AND GUIDANCE SERVICES

The counseling and guidance services at CdMHS focus upon the following goals:

To assist each student in the development of a realistic program of studies based upon individual aptitude, interests, and goals.

To assist each student in the exploration of the world of work.

To assist each student in social-personal growth

To assist educational “stakeholders” (parents and faculty) to understand each student’s unique abilities and characteristics.

To facilitate the attainment of the above goals, students are assigned to a counselor.

Program/Schedule Change Policy:

Prior to the opening of the semester: Course request changes for the Fall Semester may be made in June. Schedule change requests for Spring Semester may be made in January.

During the first two weeks of the semester: Schedule changes during the first two weeks of each semester may be made by school staff to balance classes, fix mechanical errors, and correct misplacements. Schedule change requests will not be accepted after June (for first semester), and January (for second semester).

After the First Two Weeks of the semester: After the first two weeks of the semester, there should be few program/schedule changes. Some changes may occur, as a result of level adjustment or other serious classroom difficulties, and must be approved at by an administrator.

Communication: Communication between student, teacher, counselor, and parent is paramount in the program change process. In those cases involving level changes, communication with the department and the parent is mandatory.

Last Day to Enter a Class: Student will not enter a class after the third week of school without administrative approval.

Corona del Mar High School Community Service Graduation Requirements

All high school students must complete forty hours of approved community service as a requirement for graduation. Ten hours per year are recommended. Seniors are encouraged complete all their hours by the end of their first semester, to ensure all their hours are complete and accounted for by graduation. The guidelines of the program requires community service be completed with Non-Profit organizations.

Definition of Community Service: The giving of one's time, efforts, and skills outside of school class time for the purpose of benefiting the community (local or global), without monetary compensation.

Grading:

Grades are issued and mailed home at nine-week intervals through the school year. The grades given at the completion of the 18th and 36th weeks will be final semester grades, and are recorded on the student's official transcript. Five weeks prior to a grading period, progress reports will be mailed home to parents.

Grading System:

College Prep: A=4, B=3, C=2, D=1, F=0, NC=No Credit, CR=Credit, P=Pass, WF=Withdrawal F.

Advanced Placement (AP): A=5, B=4, C=3, D=1, F=0, WF=Withdrawal F.

Honors Biology/Honors Chemistry: A=4.5, B=3.5, C=2.5, D=1.5, F=0, WF=Withdrawal F.

Grade point average is computed after seven semesters by using all grades except PE and Teacher's Assistant. If a course is repeated, the higher grade is used; however, the first grade must have been a "D" or an "F" to remediate for a higher grade. Class standing is based on GPA with students placed in percentile order.

Special Grading Policies

Withdrawal Grades:

The following procedures will be followed in those situations wherein a student withdraws from a course prior to the conclusion of that course.

If a student withdraws from school, he/she will receive the grades he/she has earned in all courses up to the date of the withdrawal from school. Credit will not be issued for such courses unless special approval is granted by the involved teacher and/or principal.

If a student withdraws from a course, but remains enrolled in CdMHS, the following procedures will apply:

If the withdrawal date is by the third week of the semester, there will be no entry on his/her permanent record.

After the third week, students who withdraw will receive a WF grade, and no credit will be recorded on the permanent record.

If a student is withdrawn by an administrator for disciplinary reasons, a failing grade will be recorded on the permanent record

Incomplete Grades:

An “incomplete” grade is to be issued only in situations wherein legal/excused absences of a student has made it impossible to complete all course requirements. In such situations, the following procedures shall be followed:

The incomplete grade issued by the teacher shall include a designation of the letter grade that would be given to the student, assuming that the incomplete assignment of work were to eventually receive a failing grade, a zero, etc.

If the student does not complete the involved work by the conclusion of the following quarter, the incomplete grade will be converted to the letter grade as previously designated by the involved teacher.

If the student does complete the involved work by the conclusion of the following quarter, the incomplete grade will be converted to the appropriate letter grade by the involved teacher.

Credit/No Credit Grade: Credit/no credit grades may be given only with prior approval of the Department Chairperson, Instructor, and the Administrator before the school year starts.

STUDENT RESPONSIBILITIES

1. Maintain a standard of behavior that does not interfere with the rights of others and/or the learning process.
2. Attend classes punctually and regularly.
3. Respect the responsibility of school staff to uphold district policy, school rules, and law regarding student behavior during school and at school activities.
4. Maintain a standard of dress consistent with the published dress code.

PROHIBITED BEHAVIORS:

1. Cause damage to or steal private or school property.
2. Cause, attempt to cause, or threaten to cause physical injury to another person.
3. Possess, sell, or otherwise furnish any firearm, knife, explosive, or any other dangerous object.
4. Possess, use, sell, or otherwise furnish, or be under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
5. Smoke or be in the possession of tobacco, lighters, or matches during school or at any school events.
6. Commit an obscene act or engage in habitual profanity or vulgarity.
7. Disrupt school activities or otherwise willfully defy the valid authority of supervisors, security personnel, teachers or administrators.
8. Be in classrooms without faculty supervision.
9. Forge notes/signatures.

ON CAMPUS STUDENTS WILL:

1. Have an official hall pass for restroom use or a written note from their teacher for any other out of class reason.
2. Not enter the P.E. locker rooms during class time, including lunches. Students found inside during class time will be subject to disciplinary action.

3. Not bring valuables to school (NMUSD/CdMHS is not responsible or liable for lost or stolen items).
4. Observe the directions, directives and requests from all school personnel in a respectful manner.

STUDENT BEHAVIOR EXPECTATIONS:

When disciplinary action is necessary, the goal of the school is to change the behavior of the student(s). This applies to behavior at school, going to and from school, and at school activities. When practical, logical and natural consequences will be used. However, we also believe that action taken should be progressive and significant enough to have a definite impact on the student.

ACADEMIC HONESTY AT CORONA DEL MAR

Expectations of Students:

1. Do your own work when you are expected to do your own work.
2. Understand that you must process information in order to learn it.
3. Do not tolerate cheating by others.
4. Do not allow others to use your work. Being a good friend means not letting your friend use your work.
5. Be sure to understand your teacher's specific instructions about appropriate and inappropriate collaboration on assignments.

Expectations of Parents:

1. Value learning about your student's grades.
2. Reinforce the pride and integrity of not cheating.
3. Model ethical behavior at home.
4. Do not excuse your student from class when a test or assignment is due.
5. Support the academic honesty policy of Corona del Mar High School.
6. Watch for cheating at home. Be aware of appropriate and inappropriate collaboration.
7. Do not allow your child to cheat, copy, plagiarize, or collaborate.

8. Know your child's tutor and monitor their tutoring sessions.
9. Have realistic expectations for your child.

(The following expectations were written by a committee of students):

10. "Support us—whatever we do, whatever grades we achieve."
11. "Love us."
12. "Don't compare us to siblings and friends."
13. "Don't get too involved. Our work is our work. Let us do our homework."

Cheating and Academic Dishonesty:

Cheating on quizzes /tests: Any intentional giving of or use of external assistance relating to an examination, test or quiz, without express permission of the teacher.

Examples (not limited to...):

1. Copying another student's test paper during a test.
2. Using a "crib" sheet or "cheat" sheet during a test.
3. Stealing academic materials from a teacher, electronically or otherwise.
4. Unauthorized use of devices (e.g., graphing calculators, computers, computer disks, Franklin Spelllers, cell phones/camera phones, key-logging or similar devices).

Plagiarism: Any intentional use of another's ideas, words, or work as one's own. Plagiarism includes the misuse of published material and the work of other students. This includes work with or without permission by the owner in order to pass off said work as one's own. Turnitin.com, an anti-plagiarism service for assisting students and teachers with accurate writing assignments, is used at CdM. Through Turnitin.com, we are preparing our students for future academic success since this program is used at many colleges and universities.

Examples (not limited to...):

1. Copying verbatim (word for word) from a source and not giving credit in a footnote.
2. Copying any paper written by someone else and representing it as one's own.
3. Heavily summarizing a primary source with little-to-no individual effort or without giving proper credit to the primary source.

4. Allowing anyone else to modify or rewrite one's writing assignment and representing it as one's own.

5. Fabrication: Any intentional falsification or invention of data, citation of other authority in an academic exercise.

Examples (not limited to...):

1. Creating false data for a footnote or bibliography.

2. Watching a video of a literary work but then representing that one has read the piece.

3. Reading Spark Notes or Cliff Notes et. Al. instead of reading the assigned literary work.

Unauthorized Collaboration: Intentional collaboration on an assignment between a student and another person, if such collaboration is not permitted.

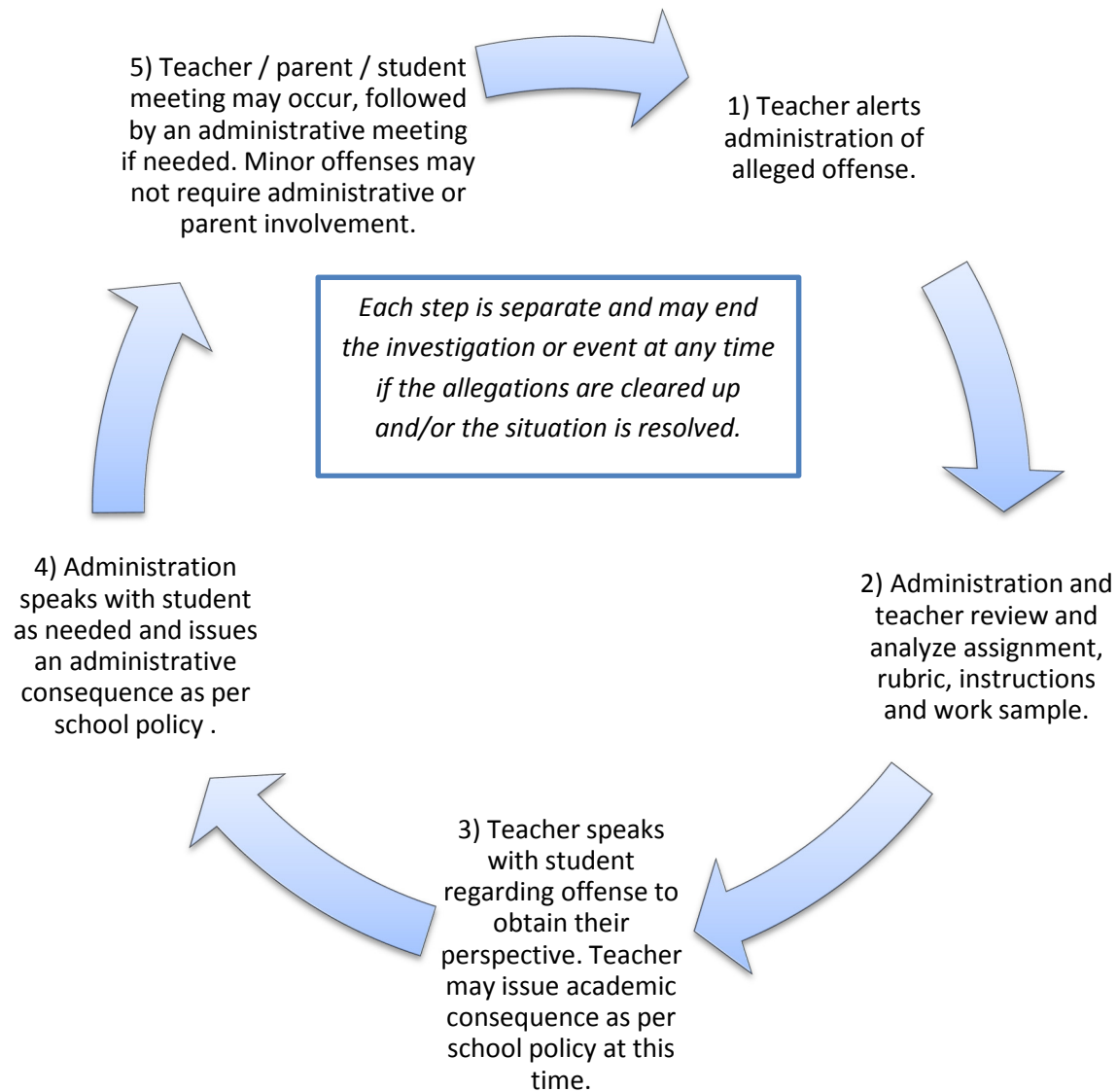
Examples (not limited to):

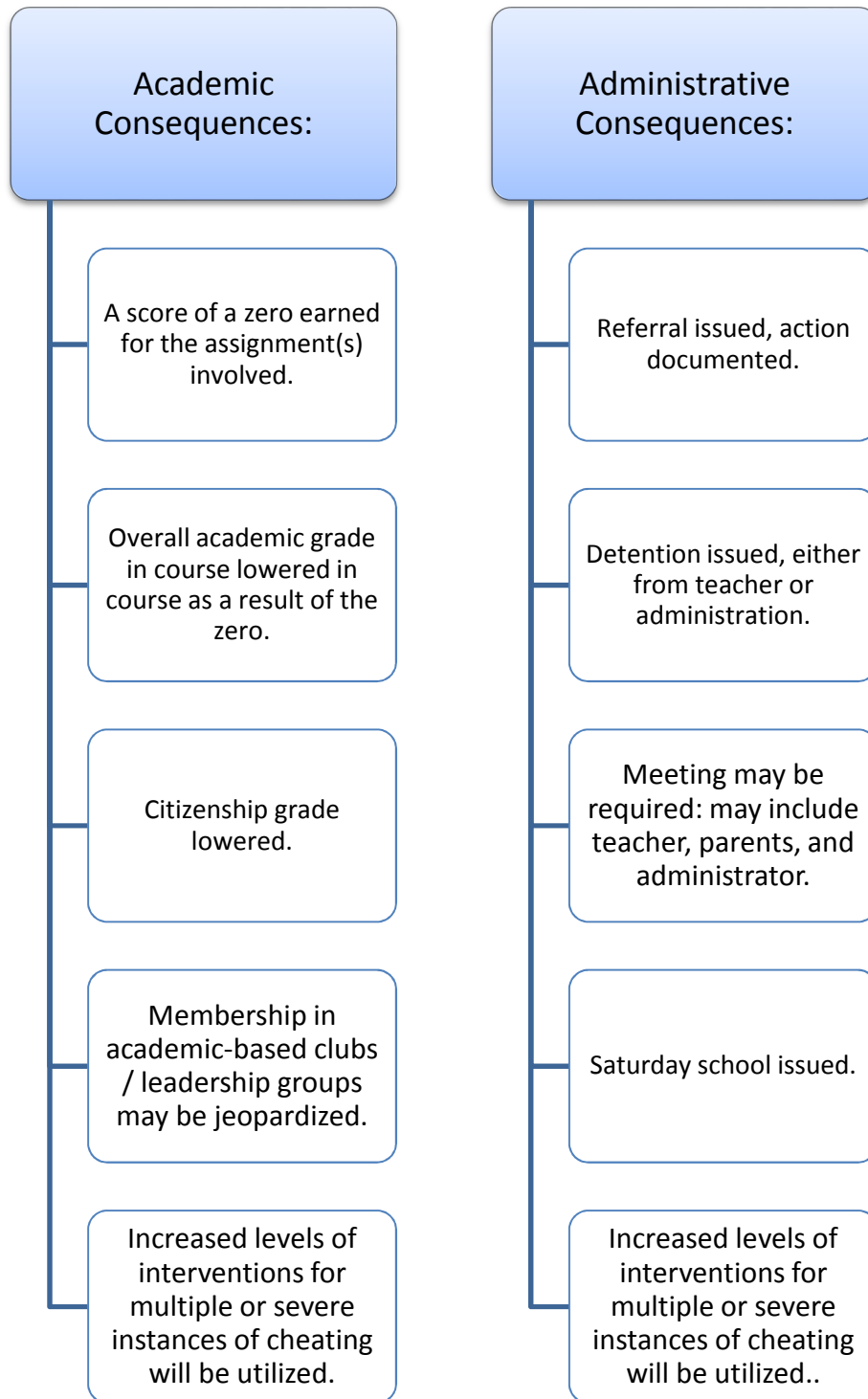
1. Copying another student's work (even with their permission).

2. Borrowing from another student's study sheet or calculator.

3. Sharing answers with another student on individual assignments verbally or in written format.

Protocol for Academic Honesty / Cheating Issues:



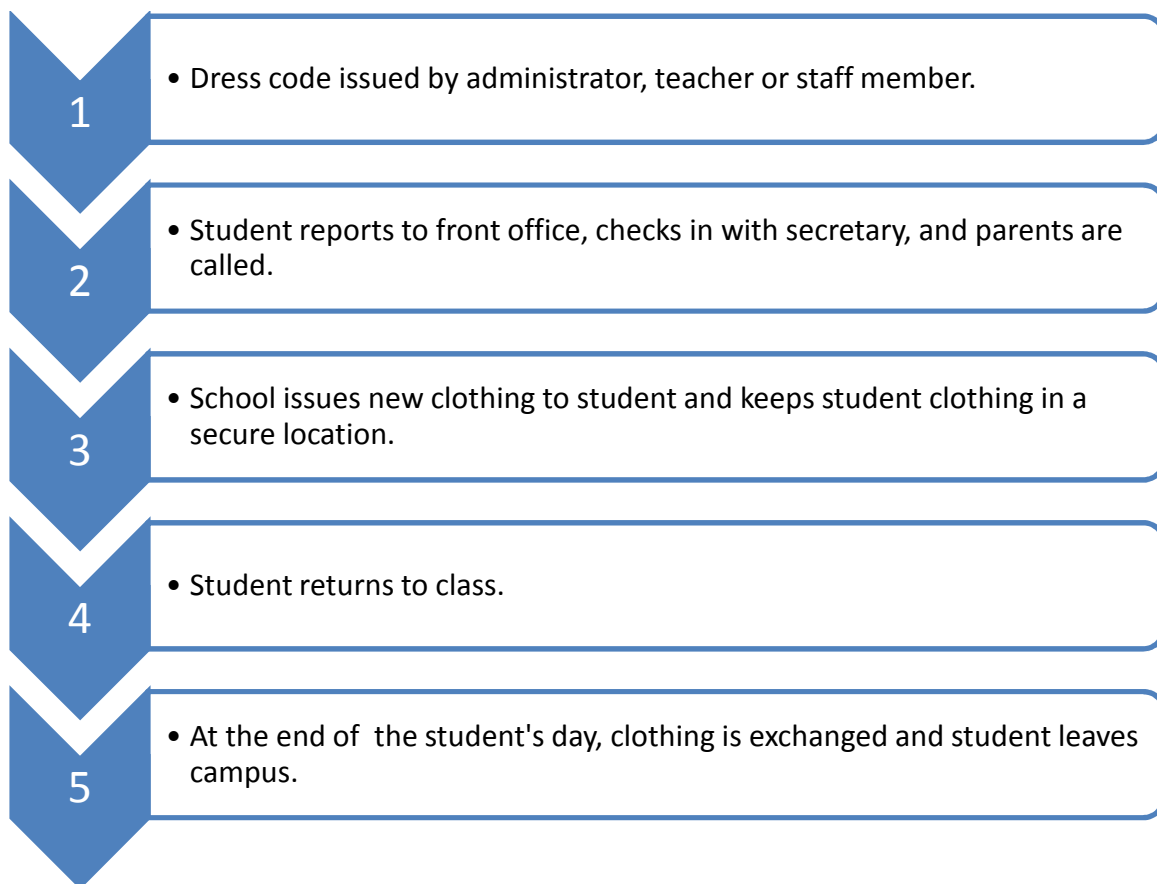


****Please note that each situation merits individual consideration, and these steps serve as guidelines to follow, but may change as needed.***

STUDENT DRESS CODE

The Board of Education of the Newport-Mesa Unified School District believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for school. Students at Corona del Mar are expected to dress appropriately on campus and at all school-sanctioned functions at all times. Students in violation of dress code will be made to change into school-appropriate attire. Below are examples of potential violations; however, it is at the discretion of the school to add more stipulations at any time.

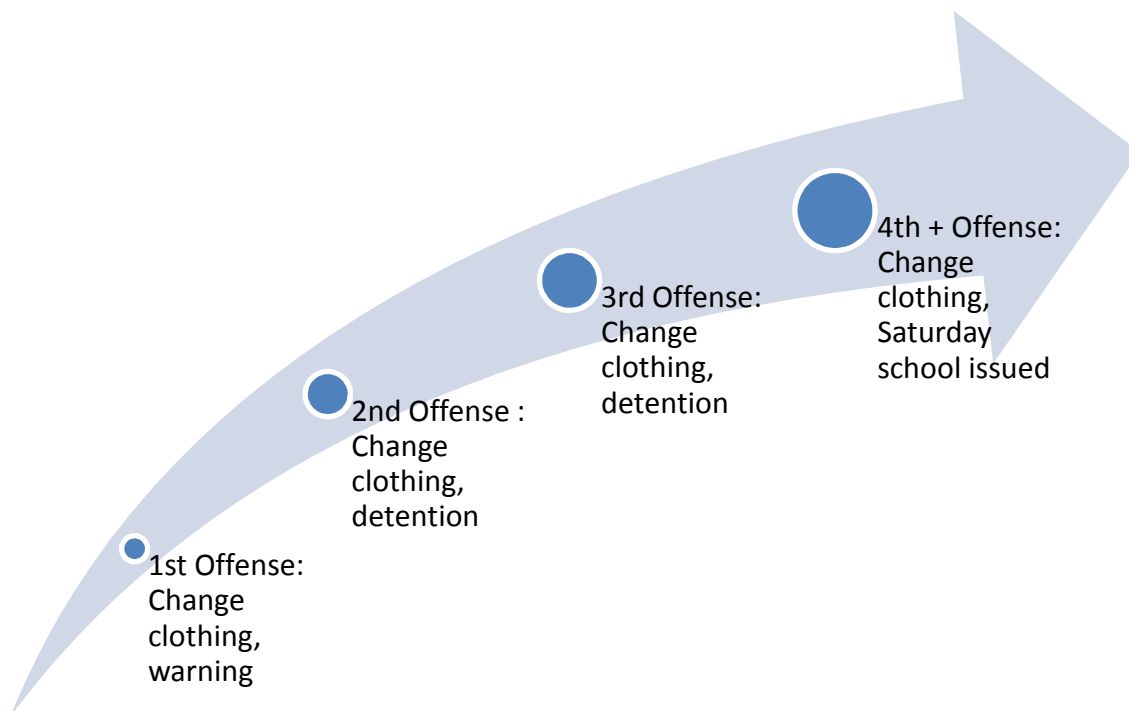
An example of a typical protocol for dress code violation (not limited to):



Some examples of violations (not limited to):

Revealing bare midriffs, front and or / back.	Wearing tube tops / bandeau tops or halter tops.	Revealing underwear or undergarments at any time.	Wearing spaghetti straps.
Wearing plunging neck lines (front and/or back).	Wearing extremely tight-fitting clothing.	Wearing short-shorts (fingertips to your side).	Wearing short-skirts (fingertips to your side).
Wearing anything promoting alcohol, tobacco or drugs.	Wearing anything pertaining to violence, bigotry, discrimination or sexual connotations.	Wearing see-through garments.	Wearing footwear that constitutes a safety hazard.

Example of potential progression of dress-code intervention:



**Each offense will result in increased consequences.*

LIBRARY/MEDIA CENTER PROCEDURES

The library is for the use of all students and faculty at Corona del Mar High School. Library hours are from 7:30 a.m. until 3:30 p.m. each school day. Books may be checked out for a 2-week period, while periodicals can be checked out for 3 days and reference books may be checked out overnight. In addition, there are computers available for student use. Students must present a current student I.D. card to check out or use library materials.

Students who use the library are to consider the rights of others and work in a quiet industrious manner. Students need to remain respectful and protect the integrity of the library as an academic setting. There is no food or drink in the library. Computer use in the library must be academic in nature (no exceptions) and falls under the jurisdiction of the NMUSD Acceptable Use Policy. Failure to comply with rules and regulations will be asked to leave the library and may be referred to administration.

Electronic Bookshelf Testing:

Students can take EB tests before school, during break or during lunchtime. Students can also take a test, with a teacher pass, during class time. These times are general, and may be restricted when a class has reserved the library, or during school events such as A.P. testing and PTA meetings etc. Students must have their ASB card in order to take their test. Limit one test attempt per day.

Student Resource Center:

- Open daily Monday through Friday from 7:30am to 4:00pm including break and lunch.
- Adult supervision is required at all times.
- No eating or drinking in room.
- No removing furniture or chairs from room.
- Use of computers is available to students daily Monday through Friday 7:30am to 4:00pm. Printing is free.
- TV's and Projector are for teacher and staff use only.
- No taping posters or signs on glass windows.
- Permission for student use of SRC Conference Room #1 must be approved by College Coordinator.
- Window coverings in SRC Conference Room #1 are to remain up at all times (when an adult is not present).
- College information located in blue bins and on bookshelves is for student use.
- Appropriate noise level required at all times.

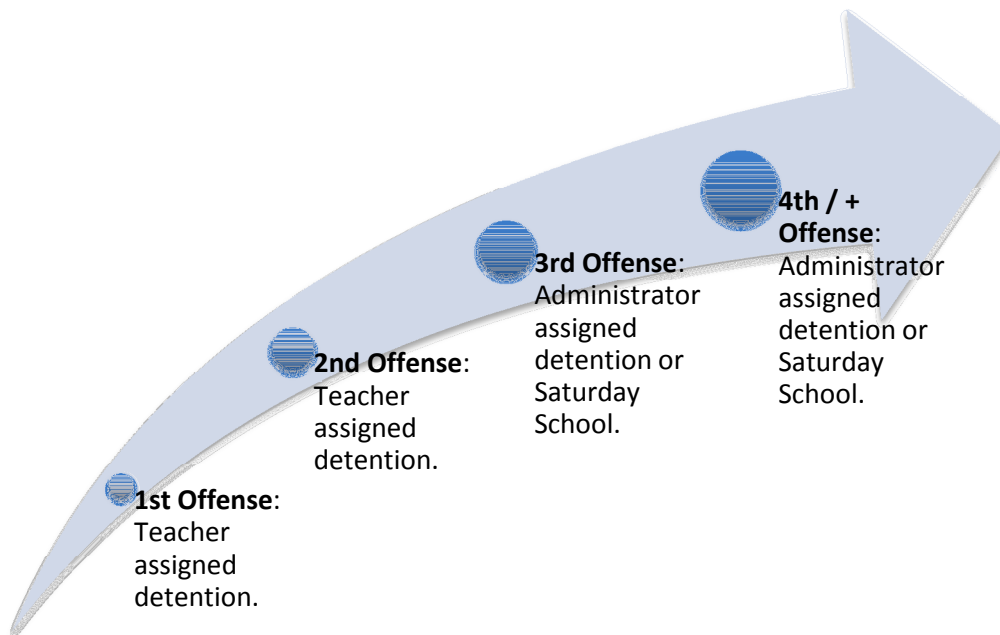
CELL PHONE/ELECTRONIC DEVICE USAGE

Students may possess cell phones and electronic devices on campus during the school day. However, their use is prohibited except during the following instances:

- During an emergency affecting the school or community.
- Upon direction from a licensed physician or surgeon if carrying such a device is essential to, and the use is limited specifically to the health of the student.
- During the designated break and lunch periods.
- When the classroom teacher incorporates technology into the classroom setting for a lesson or assessment.

Examples of Potential Consequences for Cell Phone Violations:

*Please note that in addition to administrative consequences, students' citizenship marks and participation grades within an affected course can also be impacted by cell phone violations. Offenses are tracked yearly.



Important: cell phones may be taken by school staff in instances of inappropriate use.

ATHLETICS

Athletics are an important part of the extra-curricular program at Corona del Mar. All students are encouraged to participate in as many athletic activities as possible in their time at CdM.

9-12 Boys' & Girls' Athletic Director: Don Grable

Fall

- | | |
|------------------------|-------------------|
| • Football | Scott Meyer |
| • Boys' Cross Country | Bill Sumner |
| • Girls' Cross Country | Bill Sumner |
| • Girls' Tennis | Brian Ricker |
| • Girls' Volleyball | Steve Astor |
| • Girls' Golf | Mike Starkweather |
| • (B)Waterpolo | Barry O'Dea |

Winter

- | | |
|---------------------|-----------------|
| • Boys' Basketball | Ryan Schachter |
| • Girls' Basketball | Mark Decker |
| • Boys' Soccer | George Larsen |
| • Girls' Soccer | Bryan Middleton |
| • (G)Waterpolo | Ross Sinclair |
| • Wrestling | Mark Cross |

Spring

- | | |
|---------------------------|-------------------|
| • Baseball | John Emme |
| • Golf | Mike Starkweather |
| • Softball | Kiki Munoz |
| • Boys' / Girls' Swimming | Barry O'Dea |
| • Boys' / Girls' Track | Bill Sumner |
| • Boys' Lacrosse | GW Mix |
| • Girls' Lacrosse | Alyson Vislocky |
| • Boys' Tennis | Jamie Gresh |
| • Boys' Volleyball | Steve Conti |

PACIFIC COAST LEAGUE

Beckman High School: 3588 Bryan Avenue, Irvine

Corona del Mar High School: 2101 Eastbluff Drive, Newport Beach

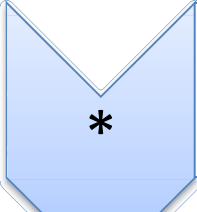
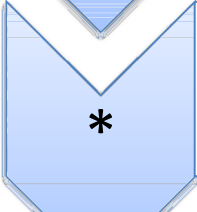
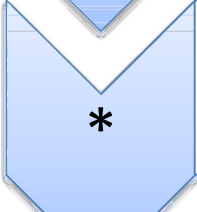
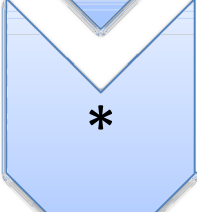
Irvine High School: 4321 Walnut Ave, Irvine

Northwood High School: 4515 Portola Pkwy, Irvine

University High School: 4771 Campus Drive, Irvine

Woodbridge High School: 2 Meadowbrook, Irvine

Reminders for Athletes

- 
- Each school year you play a sport, you must have filled out and submitted an **Athletic Clearance Packet** to the Athletic Office (available on the website-www.cdm.nmusd.us).
- 
- Some sports may seek a donation towards operating costs. You are NEVER required to make that donation. There are NO penalties to student-athletes who are unable to donate financially to a sport they have qualified to play.
- 
- There are tryouts for most sports, as teams need to be of a manageable size. Even sports considered "non-tryout" sports have participation caps, and require base-level skills (ex: swimming) in order to participate. Other teams have certain requirements to determine placement within a program (ex: Varsity vs. JV).
- 
- During a season, 6th period is designated as the class period for each sport. Time beyond 6th period is expected of athletes. Students may play more than one sport during a school year, but not within the same season. Typically, the student may stay in a sport all year long, and earn PE credit for the entire year.

ACADEMIC/CITIZENSHIP ELIGIBILITY FOR CO-CURRICULAR & EXTRA-CURRICULAR ACTIVITIES

MINIMUM ACADEMIC ELIGIBILITY:

To be academically eligible for participation in co-curricular and extra-curricular activities, a student must have passed the equivalent of 12 quarter or 20 semester periods of new work** during the preceding grade reporting period***, and must have earned an overall grade point average of at least 2.0* for Athletics and 2.5 for ASB for that same reporting period.

**A student may be declared ineligible to participate on the day of a contest due to school or team discipline standards.*

Activities to be covered by this policy are: all athletics, music (instrumental and vocal), drill teams, pep squads, cheerleaders, song leaders, dance, drama and all clubs or campus organizations including but not limited to ASB, PAL, HRC, NHS and Y & G.

PROBATION PERIOD:

If a student does not maintain a 2.0 grade point average, he/she will be granted a period of probation which will immediately follow the grading period in which the student earned less than a 2.0 grade point average.

Guidelines for Probation are:

1. A student is placed on probation if their GPA is not a 2.0 at an official grading period. NMUSD recognizes the quarter system as an official grading period. A student may not be on probation for two consecutive quarters. (1) probationary eligibility period permitted at the high school level.
2. Students who enter the 9th grade with less than a 2.0 grade point average will be granted transitional eligibility* during the first grading period. Transitional eligibility does not count as the high school level probationary period.
3. Students who are granted probationary eligibility must meet the required eligibility standards by the end of the grading period in order to remain eligible for participation.

When is Probation not granted?

The District requirement for citizenship and the CIF requirement for new work* supersede the 2.0* grade point average rule. A student who does not meet the CIF eligibility requirement of passing at least 12 quarter or 20 semester periods of new work* in a grading period is immediately ineligible and forfeits the probationary period. For example, if a student receives

three A's and three F's, the student's grade point average is 2.0*, but the student is ineligible because he/she has not passed the required semester periods of new work*.

Please visit CIFSS.org for further information on forms

ATTENDANCE

Clearing an Absence

- Parents/guardians must CLEAR their student's absence each day of an absence.

The following information is needed to clear an absence:

- 1. Student's name.
 - 2. Date(s) of absence and time if the student is gone for part of the day.
 - 3. Reason for absence.
 - 4. Signature of the parent/guardian with a current contact phone number.
-
- 1. Parents can submit a written from parent/guardian or parent representative to clear / verify an absence.
 - 2. Parents can also clear in-person, or by phone at (949) 515-6005 between 6:30 a.m. and 3:30 p.m. Please leave a voicemail for the attendance office staff if no one answers your call.
 - 3. E-mails are no longer accepted as they have been compromised and deemed unreliable.
-
- *Clearing an absence at the attendance office is not an excuse for being late to class. Students who arrive late to class will be marked tardy by their teacher.
 - *Student attendance is taken every day in every class and students are required by law to be in class and on time.

Early Dismissal / Off-campus Permit

- Students must check in and out of the attendance office before the start of school or through lunch to obtain an off-campus permit with parent note including:
 - Student's name
 - Date(s) of absence and times if the student is gone for part of the day.
 - Reason for absences
 - Signature of the parent/guardian with a current contact phone number.

Excused Absences:

- Examples of excused absences (not limited to) are illness, doctor/dentist appointments, observance of religious holidays, bereavement, court appearances, school field-trips or events including sporting events etc.
- All absences must be cleared within 72 hours or three (3) school days of the absence or the absence will be marked as CUT and will not be marked excused without administrative approval.
- When a student is absent due to illness for five or more consecutive school days, written verification from a licensed medical professional may be required.

Unexcused Absences:

- Examples of unexcused absences (not limited to) include vacation, oversleeping, car trouble, driver's test, out-of-town visitors, weddings, missed transportation, personal/business reasons, out of gas, and traffic citations.
- Unverified absences could result in a possible loss of the opportunity to make up missed work or tests, given school consequences and/or being dropped from the class. ***Work missed during an absence classified as a CUT cannot be made up and will result in a zero.***

Family Vacations:

- Vacations are not an excused absence from school per the California Education Code. CdM strongly encourages families to make arrangements for vacation when school is not in session.
- If a student misses school due to a family vacation, the parent/guardian must make arrangements with the teachers to acquire homework/assignments for the days the student will be absent. Teachers are not required to allow a student to make up work for unexcused absences.

Making up work following an absence:

- 1. Students shall be allowed to complete all assignments and tests missed during an excused absence or while on an independent study contract (per board policy). Generally students have one day, per day missed, to get their work turned in.
- 2. Students may be allowed to complete schoolwork missed during an unexcused absence at the discretion of the classroom teacher.

- 3. Students who miss school due to a suspension may be required to complete any assignments or tests missed at the teacher's discretion, although EdCode allows a teacher to deny this right during initial suspension period.

ASSOCIATE STUDENT BODY CLUBS AND ORGANIZATIONS: Students are limited to one of the following two memberships assuming they are offered admission.

Associated Student Body

- Membership extended through the election process in the Spring time, followed by the appointment process which include an application and interview process conducted by the elected officers and the ASB adviser. Membership is renewed yearly and subject to high standards of academics, attendance and behavior.

ASB stands for Associated Student Body. When ASB is referred to, it means the group of students that is selected and elected to represent the entire student body of CdMHS. All members must adhere to a signed constitution.

- This is the student government and leadership class of CdMHS. ASB is responsible for three main objectives: providing student activities, managing the finances of the student groups on campus and representing the voice of Corona del Mar students to staff, school district, and community.

Peer Assistance Leadership

- Membership extended through an application process, followed by an interview process. Membership is capped and must be renewed each year through the same application process.

P.A.L. members are held to the highest moral and ethical standards. These governing standards are set forth by the national P.A.L. philosophy and help guide the CdM chapter on campus.

- P.A.L. hosts welcome events for new students, assists with evacuation procedures, and conducts several awareness campaigns throughout the year such as Yellow Ribbon Week and Appreciating Diversity week.

Student Organization Opportunities: some have formal application process, membership caps and various standards for continued involvement. Please contact each organization directly for more specific information.

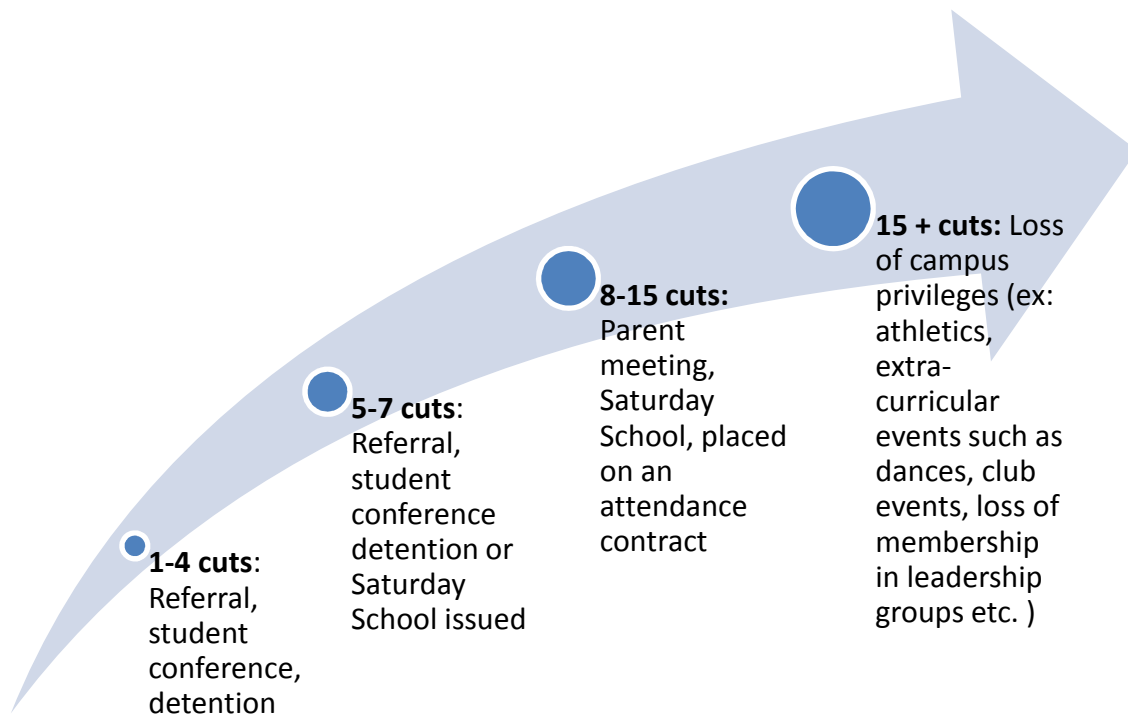
- H.R.C. (Human Relations Council). Application / interview process held in the Spring for the following school year.
- N.H.S. (National Honor Society). Application / interview process held in the Spring for the following school year.
- Y & G (Youth and Government). Try-out process held in the Fall for the same school year. Program ends in the Spring of the same school year. Membership is for one year only, and students must re-apply.

Please contact the high school Activities Director and / or visit the ASB website for information regarding how to join or start a club on campus.

TRUANCIES

Students with truancy issues, who accumulate CUTS will face interventions and consequences. A CUT is defined as a class period when the student is not in class and no one has notified the school as per their whereabouts. Students / parents have three days to clear an absence before it is converted to a CUT. CUTS are tabulated per class period. For example, if a student is not at school and unaccounted for throughout an entire day, they accumulate 6 CUTS. Truancies are tracked yearly and will not reset at the semester mark.

Below: potential progression of interventions based on accumulation of cuts. Each student's circumstances, grades and history can be evaluated in the intervention process.



Tardy Cards: below is a copy of the tardy card that teachers and students will use to track tardiness and project actions for being late to class. Students are expected to be in class on time, and when they are not, the following procedures may occur.

Corona del Mar Middle / High School Tardy Policy

Last Name: _____

First Name: _____

Teacher Name: _____

Course: _____ **Semester:** _____

<u>Tardy Number</u>	<u>Date of Tardy</u>	<u>Intervention Strategy</u>	<u>Administrative Issued Consequence</u>
1.		<ul style="list-style-type: none"> Warning 	N / A
2.		<ul style="list-style-type: none"> Warning 	N / A
3.		<ul style="list-style-type: none"> Teacher assigned detention (with teacher or facilitated by school-site) Teacher facilitated parent contact 	Detention form required for school-site
4.		<ul style="list-style-type: none"> Office referral Administrative issued detention 	
5.		<ul style="list-style-type: none"> Saturday School Issued <i>Citizenship grade lowered by one level on current grading report card</i> 	
6.		<ul style="list-style-type: none"> Administrative issued consequence 	
7.		<ul style="list-style-type: none"> Administrative Issued Consequence <i>Citizenship grade lowered by one level on current grading report card</i> 	
8.		<ul style="list-style-type: none"> Administrative Issued Consequence 	
9.		<ul style="list-style-type: none"> Administrative Issued Consequence 	
10.		<ul style="list-style-type: none"> Administrative Issued Consequence <i>Citizenship grade lowered by one level on current grading report card</i> 	

Administrative Issued Consequences

1. Detention	2. Saturday School	3. L.O.P. Homecoming	4. L.O.P. Winter Formal
5. L.O.P. Prom	6. L.O.P. Off Campus	7. Attendance Contract	8. S.A.R.B. Referral
9. Middle School L.O.P.	10. Parent Meeting	11. Other	

School is Compulsory to Age 18

E.C. 48200 states: "Each person between the ages of 6 and 18 years of age is subject to compulsory full-time education. Each person ... shall attend the public full-time day school or continuation school or classes for the full time designated as the length of the school day by the governing board of the school district in which the residency of either parent or legal guardian is located and each parent, guardian, or other person having control or charge of the pupil shall send the pupil to the public full-time day school or continuation school for the full-time designated..."

Truancy

E.C. 48260 states: "Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant..."

Habitual Truant

E.C. 48262 States: "Any pupil is deemed an habitual truant who has been reported as a truant three or more times per school year provided that no pupil shall be deemed an habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself ..."

Student Attendance Review Board (S.A.R.B.)

E.C. 48263 states: If any minor pupil in any district of a county is an habitual truant, or is irregular in attendance at school, ..., or is habitually insubordinate or disorderly during attendance at school, the pupil may be referred to a School Attendance Review Board.

STUDENT AUTOMOBILE REGULATIONS

1. Parking regulations will be enforced by the Newport Beach Police Department.
2. Parking privileges may be revoked by school authorities, if the student driver violates safety precautions.
3. Students must have a school-issued parking pass to park on campus and park in their assigned parking spot (assigned by number).
4. Parking spaces in the faculty lot are by permit only.

In addition:

- Bicycles, scooters, skateboards, rollerblades/skates etc. are prohibited on the "inner campus".
- Bicycles should be locked in the bike racks. Those parked/locked in other locations will be removed.

- Riding of skateboards and roller skates is prohibited on campus at any time.
- Students using these modes of transportation are expected to wear a helmet.

OFF-CAMPUS LUNCH POLICY

Juniors and seniors may leave campus for lunch with the expectation that they obey all traffic safety laws, do not transport underclassmen and return to campus in time for their next class.

All other students (grades 7, 8, 9, 10) **MAY NOT LEAVE** campus at lunch or break alone or with other students, *even if their parents have given them permission*.

Grades 7, 8, 9, 10 students may accompany their parents to lunch providing they have an off-campus pass from the Attendance Office, and that they are picked up and returned to CdM by their parents.

LOCKERS

Students use lockers at their own risk. All lockers are pre-assigned. Student cannot choose their own lockers.

All lockers are school property and the school may open lockers when it is determined necessary.

Students should not share lockers with others, nor give out combinations to friends. Valuables or money should not be left in lockers.

CdMHS is not responsible for any loss of personal property (including the lock). Students are responsible for lost or stolen books or any other CdMHS property.

P.E. Lockers:

These lockers will be assigned to students by teachers during their P.E. period.

Students should never leave items in the locker room unattended (always LOCKED in a locker).

LOST AND FOUND

All lost articles should be turned in to the Lost and Found Bin located in front of the Attendance office where they will be held for identification. Unclaimed lost and found articles will be donated on a quarterly basis.

NOTICE TO STUDENTS FROM THE BOARD OF EDUCATION

We live in a society where dangerous drug and alcohol abuse problems exist. We want our students to mature into healthy, productive adults able to function in a complex world. We must maintain a safe environment in our schools. To reach these ends, the following rule is now in place.

If any student sells, buys, has in his/her possession, or is under the influence of drugs or alcohol while at school or at any school activity, or while traveling to and from school or any school activity, that student will no longer attend school on this campus.

Newport-Mesa Unified School District

As a result of action of the Board of Education on August 21, 2009 Section 5.0 of the Rules and Regulations of Policy #5144.11, General Student Conduct, now indicates the following:

1. If you buy or sell drugs or alcohol at school or at school-related activities, or while traveling to and from school or school-related activities, you will be subject to expulsion from the School District.
2. If you are in the possession of or under the influence of drugs or alcohol at school or at school-related activities, or while traveling to and from school or school-related activities:
 - a. On the first occasion, you may be transferred to another school in the School District.
 - b. On the second occasion, you may be subject to expulsion from the School District.

For additional information regarding these new rules, please contact your principal.

DANGEROUS WEAPONS AND SCHOOLS DON'T MIX!

The Board of Education of the Newport-Mesa Unified School District fully intends for our schools to be safe places for students, staff, and visitors.

Both State law and School District Policy* state that possession of a firearm, knife, explosive, or other dangerous objects of no reasonable use to the student is grounds for expulsion.

Please be aware that our schools will vigorously prosecute any student found to have a dangerous weapon or object in his/her possession while on school grounds or while attending an authorized school activity. Such prosecution will normally involve the applicable law enforcement agency(s) and end with the student being expelled from the District.

Weapons and dangerous objects include, but are not limited to, any firearm, stun gun, air gun or spring gun, including toy gun, look-alike or facsimile, slingshot, bludgeon, brass knuckles, any knife (including pocket knives and cutting blades), chains, clubs, stars, and explosives (including M-80's and other dangerous fireworks), etc. Also included are articles designed for other purposes but which could easily be used to inflict bodily harm and/or intimidate (examples are belts, files, compasses, scissors, bats, etc.). The Federal Gun-Free Schools Act of 1994 requires

that any student bringing a firearm to school, the student is subject to one calendar year expulsion and referral of the student to law enforcement.

Administrators or other delegated school officials will confiscate any article, when in their professional judgment such article may, in a given circumstance, be utilized as a weapon or dangerous object.

When a reasonable suspicion arises that use or possession of a pupil's property is illegal, illicit, disruptive, or a danger to the general welfare of pupils and staff, a search may be made of the pupil's person or personal property. Student lockers and desks are the property of the school and are subject to search.

For more information, please contact the principal of any school.

*California State Education code Sections 48900 and 48915;

Newport-Mesa Unified School District Policy #5149.11

General Student Conduct: Section 2.1.2 Penal Code #626.10

NMUSD Policies:

Firearms and weapons expulsion policy for up to one year

The Federal Gun-Free Schools Act of 1994 requires school districts to put this wording in their policy.¹ The Act requires "one calendar year of expulsion for any student bringing a firearm to school" and referral of the student to law enforcement.

1. The NMUSD Tobacco-Free Campus Policy is:

The use of tobacco products is not permitted in District buildings or on District property.

No se permite el uso de los productos de tabaco en los edificios ni en los sitios que pertenecen al Distrito escolar.

NMUSD Policy 3620

2. Tobacco Cessation information:

Ready to Quit Smoking? Call toll Free 1-866 New-Lung (1-866-639-5864)

Listo para dejar de fumar? Llame gratis al 1-866 New-Lung (1-866-639-5864)

EQUALITY OF OPPORTUNITY TITLE VI. TITLE IX. SECTION 504 INFORMATION

The Newport-Mesa Unified School District does not discriminate on the basis of race, color, national origin (including lack of English language skills), sex (including sexual harassment), handicap (or disability), or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), and the Age Discrimination Act of 1975 (pertaining to age). This nondiscrimination policy covers admission access to, and treatment and community legal assistance agencies are available. Legal resources can be located in the telephone book under Legal Services. Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the grievance procedures covering discrimination complaints may be directed to:

Dr. Phil D'Agostino - Director of Student Services

Section 504

District Office

2985 Bear Street

Costa Mesa, CA 92626

(714) 424-5000

The Newport-Mesa Unified School District recognizes its obligation to provide overall program accessibility through the district for handicapped persons. Contact the Section 504 Coordinator, Anne Huntington (714/424-5062) to obtain information as to existence and location of services, activities and facilities that are accessible to and usable to handicapped persons.

Inquiries regarding Federal Laws and regulations concerning nondiscrimination in education or in the compliance with those provisions may also be directed to:

Office of Civil Rights

US Department of Education

221 Main Street - Suite 1020

San Francisco, CA 94105

Revised 6/07/12

NMUSD CANINE DRUG DETERRENT PROGRAM

The Board of Education is committed to providing a safe and drug-free learning environment for all students and staff. In a continuing effort to keep school campuses free of illegal drugs, the Board of Education authorizes the District to allow the use of specially trained drug detection canines on 7-12 school campuses to search student lockers and vehicles on campus. In collaboration with local law enforcement and with the coordination of the Drug, Alcohol, Tobacco Education Office, these visits will occur at the discretion of the principal during school hours and while students are in class. They will be conducted in as discrete and non-intrusive a manner as possible. The Canine Drug Deterrent Program will augment existing programs to further reduce the presence of illegal drugs on school property.

Policy Adopted: November 7, 1994